

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Communication Specialist

GRADE: G-24 (Communication Specialist III)

ANNUAL SALARY: \$70,000

LOCATION: Court Administrative Office, Circuit Court, Upper Marlboro, Maryland

TYPICAL DUTIES: The incumbent under the supervision of the Administrative Judge and Court Administrator plans, organizes, and implements public information activities in order to provide the public and media with timely and accurate information in matters of public interest. Monitors media coverage and responds to media inquiries. Provides information to media outlets by generating news releases, coordinating and facilitating press conferences and acting as Circuit Court spokesperson and media liaison to disseminate Circuit Court's related information and collaborates with the Administrative Office of the Courts (AOC) on various media related matters. Facilitates judicial interviews as needed. Coordinates the Court's social media (i.e. Twitter, Facebook, YouTube, etc.). Consults with the Administrative Judge in responding to media inquiries and promoting Circuit Court's programs and services. Prepares, reviews, and edits news conferences, press releases, scripts, articles and brochures. Maintains contact with the local media by participating in video-taped and telephone interviews. Collects data and reviews materials for media relations. Coordinates public appearances, lectures or exhibits, in order to increase awareness and promote goodwill for the Circuit Court. Confers with the Administrative Judge to identify trends, public interests and concerns. Speaks with various groups to provide information which may include delivering speeches and presentations. Provides training to employees on media and protocol. Possess a high level of confidentiality and executes a high degree of independent judgment. Performs other duties which may not be specifically listed, but are within the general occupational category.

MINIMUM QUALIFICATION REQUIREMENTS

Have a Bachelor's Degree in Journalism, Communications, Public Relations or related field, plus three (3) years of professional experience in Journalism, Public Relations, or closely related field. Have thorough knowledge of court operations, programs, policies, and functions preferred. Have knowledge of court terminology, media tactics, including interview techniques and preparation. Ability to gather and verify news information through interview, observation and research. Possess excellent oral and written communication, interpersonal, and organizational skills. Ability to establish and maintain effective working relationships and use professionalism, tact, diplomacy and competency in dealing with the public, news media, Judges, attorneys, public officials, and co-workers. Ability to speak Spanish is a plus. A completed Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications are available at the address below or under the Judicial section on the Prince George's County's Website: <http://princegeorgescourts.org/>

CLOSING DATE: All applications must be received by 5:00 p.m. EST on Friday, June 24, 2016.

Apply To: Director of Human Resources, Court Administrative Office
Room M2407, Court House, Upper Marlboro, MD 20772
Fax: (301) 952-4447 / E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

Circuit Court for Prince George's County is an Equal Opportunity Employer, Committed to Diversity in the Workplace. This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.

Reasonable accommodation upon request.